

“How Do I Web Register for Classes?”

(Entering your Registration on *myBellarmine*)

Step 1. Go to my.bellarmine.edu and login using your network (email) username and password.

Step 2. After logging in, click the [Student] tab near the upper right corner, then click the (Registration) option on the left to take you to the (Registration) Page.

Step 3. The **Holds Box** at the top of the (Registration) Page contains information about any Holds on your student record or account.

- Holds listed as “Absolute Hold Registration” will prevent you from registering and need appropriate attention before you can proceed. The descriptive information in the hold will direct you to the office that you need to contact to resolve the issue.
- Holds that are listed as “Informational” will not prevent you from registering. You may ignore them and move on.
- If you don’t have any holds on your record, none will appear and you may move on.

Step 4. The **Registration Box** further down the (Registration) page contains information about your time ticket, advisor clearance, and the Add/Drop courses link (hold information displays again here as well).

TIME TICKET:

- This is the precise time and date you may login to register for classes. (Note: If you have already logged in to the Registration screen and are waiting for your time ticket to open, you will need to go back to Step 2 in order for the system to recognize the opening of your ticket).

ADVISOR CLEARANCE:

- If your advisor has not yet granted you registration clearance, a message will tell you so. Make an appointment with your advisor to review the course selections you have listed on your Registration Worksheet and to grant you registration clearance for all sessions for which you need to register.
- If your advisor has already granted you registration clearance, the message will say so and you may move on.

ADD/DROP COURSES:

- Once your time ticket has opened and registration clearance has been granted, click the Add/Drop Courses link and select the proper **Term** and **Program** from the pull-downs. (NOTE: The term shown when you first see this page is the current term. This is why you see a message stating “You do not have permission to register at this time. Student registration is currently closed.” Make sure you select the term for which you wish to register before moving on).

Step 5. Once you have the proper **Term** and **Program** selected, scroll down the page where you will see empty boxes into which you can put up to six courses at a time (snapshot of screen below).

- When you enter the Course Codes and Sections into these boxes it is important to type them **exactly** as they appear in the Class Schedule, including any periods found within the Course Codes. See Registration Tips on the Registrar's Office website for more information on proper code entry.
- If you cannot remember the proper Course Codes for your selections, don't worry. You can search for them using the Course Search feature located on the tab directly above the six course entry boxes (shaded box in snapshot below).
- Make sure to click the **Add Course(s)** button after you have entered your course selections.
- Courses for which you are successfully registered will appear in a box further down the screen called **Your Schedule**.
- Courses for which there were any registration errors will not appear as registered and will prompt you for further action to resolve the error.

Add by Course Code **Course Search**

To add courses, enter the course code (e.g. ART. 101) and section code (e.g. A), for up to six courses. **if you do not know the course or section codes you need, use the course search tab above.**

	Course Code:	Section:		Course Code:	Section:
1.	<input type="text"/>	<input type="text"/>	2.	<input type="text"/>	<input type="text"/>
3.	<input type="text"/>	<input type="text"/>	4.	<input type="text"/>	<input type="text"/>
5.	<input type="text"/>	<input type="text"/>	6.	<input type="text"/>	<input type="text"/>

Add Course(s)

Step 6. Once your registration is complete, print a copy of your schedule if you wish. To do so click the [Student] tab near the upper right corner, then click the **My Courses** link in the box near the middle of the page. Make sure to change the Term to the one you want to print.

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